

Budget Ways & Means Committee
Monday, February 11, 2019 5:30 PM
City Hall Council Chambers

MEMBERS PRESENT: Darren Collier, Juan Topete and Alan Snow. Ray West was absent.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams, IT Tech Amon Henady, Ceri Otero, Tyler Warnall, and Ed Barlow.

Chairman Collier called the meeting to order at 5:30 PM.

***NOTE:** All areas "*italic*" below were submitted to the Committee in a pre-meeting memo by Mr. Short.

OLD BUSINESS

Consideration and approval of minutes from previous meeting. Mr. Topete made a motion to accept the minutes of the January 14 meeting. Motion approved 3-0.

NEW BUSINESS

1. Consider and discuss IT staffing proposals for IT Department

"As part of the fiscal 2019 budget the City authorized the establishment of an IT Department. For budgeting purposes, the department was 'staffed' with hired personnel. After discussion, proposals were solicited for an independent firm to supply necessary services to the City. Included are the proposals from four companies who supplied proposals. We will discuss these at the meeting. The benefits of going with a service outweigh hiring personnel for this department. Due to timing in the budget, the department can handle this year's amount of a potential agreement within its current budget. However, the overall costs for the service in next year's budget will be higher than the City hiring its own personnel for subsequent years. The current estimate is approximately \$24,000 based on current numbers. At this point, a Council Bill for the Agreement will be prepared for presentation to the Council at the February 26, 2019 meeting after staff has had an opportunity for review the Agreement."

Mr. Short explained the original design for IT staffing was to hire additional staff but now felt it was more efficient to outsource the service. Bids were received for IT services. Amon Henady reviewed the bids received from Stronghold Data (\$107,925), Neotech (\$95,308), Pearson Kelly (\$89,224.87), and Oxen (\$81,588). Pearson Kelly is the only company that offers first point of contact services. They would handle daily problems, manage anti-virus and provide back-up solutions. Mr. Henady would be focusing on IT projects and problems the IT service had difficulty with. Current budget has \$56,000 allocated for additional staffing and this could be used toward the cost of IT managed services. Pearson Kelly is new to manages services and offered a 3-year contract. Committee members felt the contract should be negotiated to decrease the length of term and to add a dissatisfaction clause. Mr. Snow moved to award to Pearson

Kelly with the stipulations of adding a dissatisfaction clause and decreasing the length of contract term to two years. Motion carried.

2. Consider and discuss an Ordinance to authorize the Mayor to apply for federal financial assistance for the Taxi program.

"The State had previously moved up their timeframes for approval of the grant process regarding the taxi program. We now have to have the completed application to them by March 1, 2019. This year will not include any capital items as the replacement of the "bus" occurred last year and the van was replaced approximately a year to a year and a half before that. In order to meet this timeframe we need approval by the Council of the submitting the grant by the end of the month. This is about a month earlier than we have done in the past but similar to last year."

Mr. Short discussed the changes to the deadline and the need to proceed with the grant application. The request from MoDOT is \$32,808. Mr. Topete made the motion to recommend a Council Bill to authorize the Mayor to apply for federal financial assistance for the Taxi program. Motion carried 3-0.

3. Consider and discuss Overall Goals and Priorities for Fiscal 2020 Budget.

"Included is a draft copy of the goals and priorities for the Fiscal 2020 Budget. This is basically a marked-up version of the approved 2019 goals and policies. There have been a number of items added or changed that will be discussed at the meeting. The changes appear in the red print. A clean copy of the changes is also included for easier reading. Once the goals and priorities for next year's budget are determined, they will be communicated to the departments and agencies for preparation of their requests. The forms for the requested 2020 budget are scheduled to be sent out February 25, 2019 to the Agencies and Departments."

Mr. Short reviewed areas of the goals that had changed from last year. Mr. Collier requested Mr. Short prepare a list explaining items/city projects that are currently included in the 2019 Budget, noting those carried forward from previous budgets, and which funds the items/projects would be paid from. He also requested information be provided for projects that will need to be carried forward into the next budget year. Mr. Collier stated it would make it easier to understand where the funds are going and also help with prioritizing what to carry forward when budgeting. Mr. Snow made a motion to approve the Overall Goals and Priorities for Fiscal 2020 Budget. Motion carried 3-0.

4. Staff Reports.

"We have received the **February Sales Taxes**. This month's receipt for the 1% General Fund portion for February 2019 showed an increase of 5.73% from the same month last Fiscal Year. This amounted to approximately \$11,880 more than the same month last year. Year-to-date numbers are 3.05% (\$48,328) higher than last year's year-to-date totals. However, year-to-date Sales Tax receipts are slightly less than anticipated. Also included is the summary **Revenue & Expense Report** (unaudited) (budget report) as of the end of January 2019. As of January 2019, there did not appear to be any major budgetary concerns, on a fund basis, outside of the **Golf**

Course Fund. Currently in the **General Fund**, expenditures are running higher than revenues by about \$144,820. The originally approved budget anticipated using \$1,481,451 of the fund balance. The original budget anticipated using a portion of the Golf Fund's balance in addition to a transfer from the General Fund of \$80,000. We will continue to monitor the budget for any outstanding and potential adjustments that will need to take place before the end of the fiscal year. Also included in the packet is the **Pooled Investment Report** for January 2019. Activity for the month added about \$9,029 to the City's accounts. For information, contract disbursements to the **CVB** are continuing to be made at the full contract amount which is payable in twelve (12) equal monthly installments of eight thousand five hundred dollars and no cents (\$8,500.00). A reminder, next month's meeting will include the discussion of the **5 Year Capital Plan** and presentations from Department Heads."

Mr. Short reported Sales Tax for this month were up in comparison to last year in the General Fund. Funds for the Convention and Visitors Bureau were discussed. The City continues to make its contractual payment, but the organization has been without a director for several months. Ms. Cox reported bid specifications for banking services are ready to be released. The new bid will be awarded to allow implementation July 1.

ADJOURNMENT: The meeting adjourned at 6:56 PM on motion by Mr. Snow. Motion carried 3-0.